

ITRCC Minutes
February 20, 2007

Attending: David Gruenenfelder-UIS, Jacque Gartshore-AOIC, J. T. Coffman-ISP, Dan Mueller-AOIC, Dan Pippin-IDPH, Sandy Klein-DTS, Susan Fitzpatrick-DTS, Mike Staggs,-FHWA, Greg Piland-FHWA, Gene Brenning-DTS, Priscilla Tobias-IDOT, Joyce Schroeder-DTS, Karen Magee-DTS, Jessica Baker-DTS, Dan Leonard-EMSC, John Webber-IDOT, John Benda-IL Toll Highway, Elizabeth Earleywine-IDOT, Brooke Harmony-IDOT, Evelyn Lyons-IDPH, John Werthwein-DTS, Mary Ann Paulis-DTS, Sherri Akers-ISP, Yanfeng Ouyang-UIUC, Donna Smith-NHTSA, Mike Gillette-IDOT, Rosanne Nance-IDOT, Mike Handley-IDOT, Jim Garceau-IDOT, Elizabeth Buck-Peoria PD, Mark Kinkade-IDOT, Mehdi Nassirpour, DTS, Rob Robinson-IDOT, Michael Stout-DTS, Norm Stoner-FHWA

Absent: Susan Avila-IDPH, Kris Boyer-DTS, Alan Burgard-ISP, Craig Cassem-Grundy County Highway, Abraham Emmanuel-EMC, Rich Forshee-IDPH, Sam Gaines-IDPH, James Hall-UIS, Mike Hansen-Lincolnwood FD, Steve Laffey-ICC, Jim Lamantia-EMC, Dan Lee-IDPH, Kirk Lonbom-ISP, Roger Massey-IL Sheriffs Association, Steve Mattioli-FMCSA, Mike Mayers-SOS, Don McNamara-NHTSA, Lori Midden-DTS, Cheryl Miles-IDPH, Kris Minor-SOS, Gary Morgan-IDPH, Jack Pecoraro-IL Association of Chiefs of Police, David Piper-IDOT, Paul Rizzo-Schaumburg PD, Connie Satlar-SOS, Athreya Skreenivasan-Chzm Hill, Mike Steiner-SOS, Calvin Stearns, Carbondale PD, Jagadeesh Unnikrishnan-SOS, Larry Warren-SOS, Don Wolters-SOS

Mike Stout opened the meeting with introductions of attendees. After corrections were made to the minutes, they were approved.

Old business—Mike distributed information concerning the international records conference that will be held in St Louis on July 22-26. He encouraged members to attend this important, informative conference.

John Webber presented the draft Charter/MOU for the ITRCC which was patterned after the NHTSA model. He requested that each attendee review the copy that Lib Granzau will e-mail and return comments/changes/corrections to her by the end of March 9. No response indicates your agency has no change. Also, John requested that each agency provide us with the signatories for the MOU.

Status report on action items from last meeting

70% electronic reporting—Michael Handley and his staff have been working on this
2 new servers--Mark Kinkade will report
Quick facts are on the website—<http://www.dot.il.gov/trafficsafety/quickfacts.html>

John Werthwein will discuss 408 applications
Donna announced that maintenance for safety data mart is eligible for 408 funding
ISP suggested we get involved new automation technology committee for ACMIOC—
Dan Mueller from the Administrative Office of Courts discussed the functions of the committee.

John Werthwein presented a PowerPoint reviewing the 408 application process. PowerPoint is available upon request.

Applications were due by the end of January. Most of applications are in except for EMS and it is expected soon. Although the deadline is passed, we are still interested in receiving new traffic-related projects. It must be e-mailed to John Werthwein who will be assigning the grants to the sub-committees of the TRCC. Application does not have to be perfect however measures must be included. John met with Donna Smith last week concerning format and checklist of documents needed for the application. We have some of the documents. John stressed that the Charter/MOU is vital to the 408 application. He explained how to find the TRCC on website—under safety information page. John reviewed documents needed for the 408 application. One problem within the strategic plan is the lack of prioritization of what should be done first, etc. This needs to be addressed before the next meeting as it is a requirement of the 408 application. He suggested that a subcommittee needs to be assigned to develop this. Priscilla asked if we had finalized the strategic plan. Mehdi assured her that we had. Since the recommendations are based on the assessment we need to go back and develop a detailed strategic plan. It was suggested that a committee must do this. Donna asked if there is any way to link federal register on the IDOT website. This will be done. John and Donna worked together to determine requirements and needed document.

Mehdi discussed the importance that the submitted projects must match the strategic plan. John explained that some of the applications require having joint subcommittees to review. Greg Piland inquired if the committee accepted the plan and if everyone knows what is in the plan. Mehdi explained that we can still discuss the plan if we have concerns. We will confirm from the minutes when the plan was presented and accepted.

After John reviewed the checklist for the application, Donna Smith explained the federal process. After she reviews the application, Don McNamara and Mike Witter review and send back to Traffic Safety for corrections. It then goes to Washington where it will be reviewed by a traffic records panel—around 50 applications. States must show progress in the second year to receive future funding.

We did not apply last year as we had run out of time—just had finished the assessment and strategic plan and wanted to submit a correct application.

Jessica Baker gave an update on crash data. The 2004 and 2005 Crash Facts Report has been published and distributed as well as being available on line. As of February 9 all the 2006 crash reports are in the system. At this time last year, we have the 05 crash reports in the system by May, very pleased to announce that we are 3 months ahead. Also, we have entered the 07 report in the system. In an effort to speed up the data entry process we are trying to combine our pre-entry and main entry screens. We are in the testing process, but should be up and running by the end of this week.

We recently signed a lease agreement with SOS. This will help us populate our screens with driver and vehicle information which will result in less data entry for our staff. Staff was fingerprinted last week and background checks should be back this week so we can turn on LEADS and access the information.

Jessica announced that concerning the 2006 reporting-- main entry is working July 06, location is working on June 06 and safety responsibility is working on July/August 06

Mike explained that we are doing everything possible to get the data in the system faster. Mike described the process of entering the crash report explaining that poor penmanship slows everything down. With the signing of the agreement with SOS, and the fingerprinting and background checks for all employees who would have access to program, the screen will be turned on and once the license plate number is entered, the other information automatically fills in from SOS files. This will result in a much faster, error-free crash reporting system.

Legislation is being introduced to increase dollar limit on reporting a crash to \$1000. Mike is very proud of the way the staff is working to reach our goals which is difficult in terms of short staffing, etc. We are working with Chicago PD to submit electronically which will make a great difference to the time it takes to process reports.

Mehdi presented a CODES update describing the two and one half year project to link crash data with health care data. He reviewed the problems that he encountered including driver information was accurate however passenger information was missing. Susan Fitzpatrick has been working with the federal contractors to link this information. We are planning to link the most current crash data (2005) to hospital discharge database since we know that the 2005 crash database has complete location codes which will enable us to develop a better probabilistic linkage. She has linked the trauma registry database to the hospital discharge data in order to augment the hospital discharge database since the Trauma Registry database has almost 100 percent reported E-Codes. Susan added that many states are working with a 4-5 month web based training with the NHTSA CODES contractor that just finished this month. They are hopeful that the training as well as several fixes to the software will facilitate a better link. Mehdi announced that the CODES information is on the website.

Mehdi explained the SafetyAnalyst is a set of software tools used by state and local highway agencies for highway safety management. SafetyAnalyst will be used by highway agencies to improve their programming of site-specific highway safety improvements. SafetyAnalyst is an analytical tool that will be used to identify safety improvement needs and develop a systemwide program of site-specific improvement projects. SafetyAnalyst will have a strong basis in cost-effectiveness analysis and evaluation of countermeasures using the Empirical Bayes models. The research team is ready to conduct a beta-testing using state-specific data. On February 27, the SafetyAnalyst Team members are invited to Springfield to demonstrate the software and data conversion process. Illinois was chosen because we participated in this pooled fund study three years ago. IT staff will meet with the team on February 28.

Mark Kinkade announced that Melanie McDaniel and Peggy Westerfield are spearheading the Safety Data Mart and thanked Traffic Safety for their support. Mark had hoped for a November kick off but needed to purchase 2 new servers. Question was asked when data would be available to outside agencies. Melanie indicated that hopefully by late March with March 23 for internal users. Mehdi asked if we can download from the Safety Data Mart. Melanie explained that we will be able export data on it on a limited basis. New servers are up and running but no one can access these until BIP is ready to release the whole system.

Melanie gave a PowerPoint presentation on the enterprise data warehouse, followed by a demonstration of the Safety Data Mart features. PowerPoint is available upon request

Mehdi asked when you export data, does it give all the detail that you see now. Peggy explained that it does transfer to excel sheet but it does not transfer data base from query but will export table. Peggy will work with Mehdi off line. Joyce Schroeder explained that it works as a pivot table.

Peggy demonstrated an area for the user who doesn't have time to learn all the common elements. She is working with business groups for common questions on a web based. Each report will have a title as well as a description and she showed samples of this area.

Committee reports

Sandy Klein: Human Factors sub-committee sent a reminder to law enforcement for January 10 law enforcement deadline. She thanked Sherri Akers for her help in this process. Sandy announced that the web site is updated. Mehdi discussed that BAC data for all injury cases are available on the trauma registry. IDPH will be providing this data—2004 trauma registry data is available. Dan explained there must be a request for certain data. Evelyn explained that a request must be sent and it will be routed to the appropriate personnel at IDPH. They suggested that Mehdi/Susan request trauma registry data directly from IDPH.

Mark Kinkade: Technology subcommittee has not met but has spent much time on the Safety Data Mart. John Benda asked if he was considered an internal or external user. Mark said he is an external and that BIP is still defining the requirements to have access to data. Melanie will be in touch with John.

They are still determining who/what agencies will have access. In addition, BIP is discussing the next Safety Data Mart and the impact on this program as well as documenting requirements. Priscilla asked if there are items outside the scope of this first phase or will they be included in the second phase.

Mark explained that for each solution presented, this is a release, next release, etc and they are constantly improving data and continuing to work on this improvement.

Greg Piland asked if there is a listing of the Safety Data Mark Applications—expansion of the safety data warehouse. John explained the next phases will be for the external access.

Mary Ann Paulis: Data Quality--Major items—new form is being distributed. Dan Pippen announced that IDPH Vital Records signed a contract with QS to design an electronic death registration within the state. QS Technologies will be working with IDPH through the end of calendar year for form completion and pilot program next year. This will be a great time saver.

Priscilla Tobias: Engineering Factors Sub-committee, CHSP Emphasis Area: Information Systems. The Highway Safety Improvement Program (HSIP) policy was finalized and effective November 1, 2006. It is now available on the IDOT website under "Safety Information", "Public Partners", and "Doing Business". See attached web pages. This policy directs how the HSIP (engineering safety) dollars are administered. It eliminates IDOT's old TRA-15 policy and parts of TRA-16. As you know the emphasis is now on reducing the fatal and serious injury crashes. This is a significant change in

philosophy, in particular the engineering area. Historically, total crashes, property damage only, and canned hot spots generated through the HALIS system were triggers for engineering safety analysis. Otherwise, standard design policies were utilized. This overall fundamental change has been a tremendous change in direction for engineering safety efforts. Engineers have to perform system wide screening of the data to determine locations (corridors, system wide, or spot locations—curves, intersections) to consider for further engineering analysis. Tools have been developed to assist them. Most of the districts are adapting to this new philosophy and are utilizing the tools available to date to perform engineering analysis and develop projects.

Tools made available to date to the IDOT districts—the 5 year fatal and A-injury maps and the 5% Most Severe Safety Needs maps required as part of the HSIP Report by FHWA. These tools have replaced the previously used HALIS and will be used in conjunction with other tools under development. Locals have to contact their local law enforcement office to obtain crash reports to identify problem areas, perform engineering analysis, and support engineering safety improvements.

The 5% Report and the associated maps was a first time requirement by the FHWA. This is required as part of the HSIP which the Bureau of Safety Engineering at IDOT administers. Reports were submitted by all 50 states and posted on the USDOT website. As there were no specific guidelines, there were 50 different submittals. FHWA has a consultant reviewing all 50 and will be establishing mandating requirements based on the findings of this consultant. Based on our own review and the established criteria set forth by FHWA, the Bureau of Safety Engineering will develop a new 5% list. As local data becomes available, local routes may show up on this new list.

Three statewide meetings were held in December and January to discuss how to discuss the implementation of the HSIP, to assist the engineers (state and local) understand how to identify where the severe crashes are occurring (corridors, system wide contributing factors, etc), what are the contributing factors, and what are the appropriate engineering strategies. They were all told that the Safety Data Mart will soon become available to them and will be able to better assist them. In addition, they understand that roadway characteristic data will be included. The locals understand the emphasis on safety and need local crash data to perform engineering analysis. The Safety Data Mart will be a step in the right direction to getting them the data they need.

Additional tools are under development and are the building blocks of a successful engineering safety program. The intent is to use data obtained through the Safety Data Mart for these additional tools:

1. **Safety Performance Functions**—research project through the University of Illinois/ICT. This will analyze roadways characteristics such as multi-lane, 2 lane, Average Daily Traffic, crash data and develop appropriate formulas. Dave Piper of Bureau of Safety Engineering chairs this research committee. Medhi Nassipour of Division of Traffic Safety is on this committee. Illinois Division of FHWA is also represented on this committee.
2. **Safety Analyst**—Software under development by FHWA through a pool fund study. IDOT has been a member state since inception. Medhi Nassipour represents IDOT on this committee and is coordinating with BSE for its future use. Illinois Division of FHWA is also represented on this committee.

3. **Local Crash Location Project**—project to have the locals identify through GPS/GIS the physical location of severe crashes. Pilot project with the 3 county Metropolitan Planning Organizations (MPO) is about ready to start. Agreements are in the works for the remaining counties /MPO's. The goal is to have all of the severe crashes on the local system located by this fall. This is a joint effort between IDOT's Bureau of Local Roads and Streets, Bureau of Safety Engineering, and the Illinois Division of FHWA.
4. **Local Safety Services Project**—research project through the University of Illinois/ICT to research solutions of the best tools to use to perform engineering analysis, determine appropriate engineering countermeasures and benefit-cost and package engineering safety project proposals for submittal for IDOT consideration for funding. This committee is chaired by Kevin Burke of the Bureau of Local Roads and Streets. Bureau of Safety Engineering and the Illinois Division of FHWA are also represented.

The next Engineering Factors Subcommittee meeting has been set for March 15. We will further identify data needs, projects, analysis tools (including crash diagrams), etc that will assist in better engineering analysis of crash data.

Also, Implementation Teams were established for Intersections and Roadway Departure. We will be identifying data needs to better assist these teams identify challenges and strategies to addressing fatalities and serious injuries specific to these emphasis areas of the CHSP. As a team, we need to be working together to provide tools that can better implement the overall safety program.

MCR update—Michael Handley gave a PowerPoint presentation (available upon request)

Agency information is in the system with 156 agencies excluding Chicago. Chicago will start out doing desk reports only to get them acclimated to MCR. Good news is that they use it and 60% of the all crash reports done in Chicago are desk reports (which is approximately 75,000 crash reports). MCR team conducted training at all times day and night between the hours of 3am and 5pm. In Chicago, Jim Garceau has worked directly with the Chicago database people to convert all data already input into the CRIS system into an XML format so it can be sent to the state electronically, but CPD also wants to learn MCR. Data submitted electronically into MCR will also be converted into an XML format and sent back to Chicago so they can import crash data into their CRIS system. Either way it gets configured, we will be able to get all crash data to the state from Chicago electronically. The top 35 agencies are going well—many in “pilot” mode similar to the way ISP started testing the program with District 9 for a year back in 2003.

Michael explained that the printer grant is critical. Agencies will write a grant to be eligible for a printer to be installed in their vehicle. This will aid in the number of reports captured electronically.

Goals to be reached with MCR

- Marketing person has just been hired.
- Working with UIS on after hours support 24/7 support—this is critical
- Local police training academies—are setting up trainings for the locals.

Michael announced that when all the agencies in the MCR database start submitting all their crash reports electronically after training, we will be getting 50 percent of all crash reports electronically. And when larger 'target' counties get on board, we will be able to achieve the 70% goal.

Gene Brenning asked about the 24/7 support—if they call in will they get computer support round the clock? Michael said it will be from 4:30-10 pm during the week with additional hours during Saturday and Sunday.

John Werthwein reviewed the printer grants and explained that smaller agencies will not get a grant—only agencies with 1000 or more crash reports are eligible. These grants are circulated to the HSP committee for approval. Lombard has already been approved and they are in the process of buying their printers. He has received no XML grants which is a much more difficult grant to prepare. Greg Piland asked how information was disseminated to agencies. John explained that LELs' made personal visits, letters were mailed and sections are in the grants that are being mailed out.

Mike announced the next meeting dates.

Meeting adjourned at 12 noon.